

Dear DLC Heads,

The attached document described the review process for Shared Research Resources/Core Facilities (Core Facilities). This process mirrors many aspects of the PI planning process. However, there are some key differences, in recognition of the essential nature and diverse operational models of Core Facilities. To simplify the review process for you, the following summarizes the requirements for Core Facility planning, highlighting any differences with the PI process and your review responsibilities.

The Core Facility planning includes 3 exercises, all with suggested review deadlines of June 8.

**Exercise A** has the same guiding principles as the PI space planning (i.e. > 160 square feet per person and 6 feet distancing). **You need to provide supervisors/technical managers (CF Leaders) of each Core Facility the floor plans and the square footage of each room.**

We recognize that these guiding principles may create specific challenges for Core Facilities, or may be unnecessary (e.g., in the context of clean room spaces), and thus CF Leaders can propose alternate strategies to achieve safe working conditions.

If their proposed Exercise A plans adhere to the guiding principles, **they will be submitted for review only to the DLC Head/AO in which their space is located.** If they do not adhere (i.e. alternate strategies are proposed) **they will be submitted for reviewed by both the DLC and the Core Facility subgroup of the MIT Research Ramp-Up Lightning Committee ([cf-rr-review@mit.edu](mailto:cf-rr-review@mit.edu)).** This additional review exists to help the CF Leaders develop safe working conditions, not impede operation of the Core Facility.

**Exercise B** mirrors the personnel planning process of the PI personnel planning, except that the CF Leader must complete a slightly modified version of the Exercise B spreadsheet; a limited version of the sheet was submitted first to trigger the Acknowledgement Form process and will now be completed in full. Importantly, **there is NO limit to the percent work effort of the personnel**, as long as appropriate physical distancing and/or PPE measures are in place.

CF Leaders must still complete the Core Facility Ramp-up Personnel Spreadsheet and the RR Core Facility Staff Planning Checklist. These should be submitted to any DLC Head/AO that has oversight for the Core Facility staff for your information. **The DLC Head/AO MUST send it to [cf-rr-review@mit.edu](mailto:cf-rr-review@mit.edu) for upload into the MIT system**, which is an essential step in getting personnel authorized for on-campus research.

**Exercise C** is to provide succinct and accessible information about the availability of the Core Facilities normal services to DLCs and users, which will enable PI planning. There is no set format for Exercise C, but it is strongly recommended that CF Leaders prepare a single document (text or table) that lists prior services and states whether they will be available during RR1 and whether the user should anticipate any changes in hours offered, capacity, wait times, and/or turnaround times. **Exercise C, should be provided to the Head and AO of any DLC that the Core Facility is associated with, and also to MIT users.** This is informational only.

If you have any questions about this process, please send them to [cf-rr-review@mit.edu](mailto:cf-rr-review@mit.edu)